



Athletic Facility Use Request Form

Must be PRINTED and COMPLETED
entirely to be processed

Colchester Parks & Recreation
PO Box 55
Colchester, VT 05446
Phone: (802)264-5640
www.colchestervt.gov

DATE RECEIVED

The Request Process

1. Athletic Facility Requests will be accepted beginning Tuesday, January 3, 2017. Requests will be processed according To User Classifications, as well as User Groups from the previous season, will have first rights to athletic field schedule. Then after, first come first serve basis for field reservations.
2. Read, complete (pages 2-6) and return this request form with payment and insurance documentation to the Colchester Parks & Recreation Department office by mail or in person. **Faxes will not be accepted, nor is online scheduling available.**
3. Form needs to be completed entirely and eligibly in order to be processed. A incomplete form will be set back.
4. We cannot accept your request form without **PROOF OF LIABILITY INSURANCE**. You must submit the certificate at the same time you submit this form.
5. If you are requesting multiple dates/season, please list or attach a schedule with your dates, days and times listed.
6. Requests are required to be submitted a minimum of **14** days prior to the proposed activity date.
7. You will be notified of your preliminary approval or denial. Fees then will be finalized.
8. Once payment is received, a copy of the approved request form will be mailed out as proof of the reservation.

General Rules

- ◆ User Groups shall not dig ditches or apply foreign materials to the Athletic Fields in an attempt to “dry out” a field. Also, there will be no holes dug or permanent fixtures added to the grounds.
- ◆ There is to be no bicycles or vehicles driven on Athletic Fields. Also, no glass bottles or containers are allowed within any Town of Colchester Athletic Facility/Park.
- ◆ Field lining is not provided. It is the User Groups responsibility to line the field properly, avoiding other marked lines as Athletic Fields are used for a variety of sports/activity. Prior inspection of the field is recommended to avoid same colored lines/paint.
- ◆ Tents are prohibited unless permission is granted by the Parks & Recreation Director.
- ◆ Intentions to post banners/advertisement, intention to sell food/drink must be noted on this form and approved by the Director.
- ◆ Colchester Parks & Recreation is responsible for the scheduling, mowing, grooming and all other maintenance to Town of Colchester Athletic Fields.
- ◆ Each User Group/Organization shall appoint one contact person to communicate with the Assistant Director regarding all athletic field scheduling. Individual requests from coaches will not be considered.
- ◆ During periods of inclement weather, Athletic Fields may close. Closures may also result from poor playing conditions, which would cause hazardous conditions and/or excessive repair work to bring the field back to playable condition. It is the User Group/ responsibility to stay off the fields during those times. It is the User Groups responsibility to communicate to coaches and its participants of athletic field closure.
- ◆ In the event athletic fields are closed immediately prior or during a game by staff, umpire, referee or coach, the User Group must remain off the field.
- ◆ Any team and/or individuals that play on a field that's been officially closed will be responsible for expenses incurred by the Town of Colchester is correction, cleaning, repairing or replacing of the damaged athletic facility and may lose future consideration for field use and/or be immediately removed from athletic field use for the remaining season.
- ◆ It is the responsibility of each User group to ensure that all team coaches , coordinators, and managers know, understand and abide by these General Rules.

Organization Representative & Information

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail: _____

Will you be charging admission? NO YES Admission Charge: _____

Will you be serving food? NO YES Who is providing/cooking food/type: _____

Does your organization charge dues? NO YES If yes, amount: \$ _____

What type of organization are you? ____ private ____ non profit ____ municipal ____ educational ____ other ____

Will you be selling anything? NO YES What? _____

Athletic Facility Request

Name of Activity/Sport: _____

Type of Activity (Check all that apply)

Participants: Youth Adult

Tournament

Game

Practice

Expected Attendance: _____

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☐
☐

Expected Automobiles: _____

FORT ETHAN ALLEN

Practice ONLY Facility

AIRPORT PARK

- | | |
|---|---|
| <input type="checkbox"/> Baseball Field # 1 | <input type="checkbox"/> Soccer Field # 1 |
| <input type="checkbox"/> Baseball Field # 2 | <input type="checkbox"/> Soccer Field # 2 |
| <input type="checkbox"/> Baseball Field # 3 | <input type="checkbox"/> Soccer Field # 3 |
| <input type="checkbox"/> Baseball Field # 4 | <input type="checkbox"/> Tennis Court |
| <input type="checkbox"/> Horseshoe Pits | <input type="checkbox"/> Volleyball Court |

BAYSIDE PARK

- | |
|---|
| <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Lax/Football Field |
| <input type="checkbox"/> Basketball Court |
| <input type="checkbox"/> Volleyball Court |
| <input type="checkbox"/> Lower Tennis Court |
| <input type="checkbox"/> Upper Tennis Court |

- | |
|---|
| <input type="checkbox"/> Soccer Field # 1 |
| <input type="checkbox"/> Soccer Field # 2 |
| <input type="checkbox"/> Soccer Field # 3 |
| <input type="checkbox"/> Cricket Pitch |
| <input type="checkbox"/> Rugby Field |
| <input type="checkbox"/> Tennis Courts |

| Day of Week Circle appropriate days | Dates Requested From To | | Time Requested From To | |
|--|----------------------------|--|---------------------------|--|
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Attach schedule if requesting multiple dates and/or season use



TOWN OF COLCHESTER PARKS & RECREATION

ATHLETIC FACILITIES CONDITION OF USE

WEATHER SAFETY: LIGHTNING

The Town of Colchester Parks & Recreation Department Weather Safety - Lightning action plan is based on the National Weather Service (NWS) weather safety recommendations and guidelines. This proactive approach is that storms move fast, and lightning can strike from as much as 10 miles away from any rainfall, with many lightning deaths occurring ahead of storms or after storms have seemingly passed.

The following is a Condition of Use for all user groups which is to be implemented immediately to insure the safety of participants, volunteers, staff, officials and the public during times of lightning. It applies to all outdoor Town of Colchester Athletic Facilities where activities are held including but not limited to athletics, practices, games and tournaments.

ADVANCE PLANNING

All Athletic Facility Users are required to have this documented plan as part of their daily operations, including designated people who are responsible for informing coaches, players, officials and spectators of this Weather Safety-Lightning Plan.

MONITORING WEATHER

Before arrival check the forecast for thunderstorms. Consider postponing activities to avoid dangerous weather conditions. While at the athletic facility Coaches and Officials should be aware of any potential thunderstorms that may form during play.

WEATHER - LIGHTNING AWARENESS

Once thunder is heard or lightning is seen, (no matter how faint) immediately suspend play and move to a safe place. The NWS slogan is: "When Thunder Roars, Go Indoors."

EVACUATION PLAN

The responsibility for removing participants from the practice/game area in a timely manner lies with the Coaches and Officials. If a Coach or Official is not present, a adult team captain will assume responsibility.

All participants and spectators should be clearly informed of available safe shelters in the event a thunderstorm approaches. When a safe shelter is unavailable, everyone must go to any vehicle with a hard metal roof and close all windows.

*Coaches, volunteers, team captain and officials should be aware of this evacuation plan prior to field use.

Avoid: Trees, sheds, dugouts, pavilions, snack bars, tents and bathrooms for these do not protect you from lightning. Also, avoid using land-line telephones, a cellular phone is a safe alternative.

RESUMING ACTIVITY

Once thunder is heard and shelter sought, wait a full 30 minutes from the last thunder clap before resuming play. The clock restarts each time thunder is heard.

For More Information

NWS: www.lightningsafety.noaa.gov
NOAA: www.weather.gov/nwr
FEMA: www.fema.gov

Field Reservation Policies & Procedures Agreement

This agreement made this _____ day of _____, 2017, by and between the Town of Colchester through its Parks & Recreation Department (hereinafter referred to as "Colchester") and _____ (hereinafter referred to as "User"). *WHEREAS* Colchester wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and *WHEREAS* User wishes to use said facilities. *NOW, THEREFORE* parks and recreational facilities of the Town shall be used by User in accordance with the following policies and procedures:

1. The provided Weather Safety: Lightning Condition of Use is to be used by all User Groups which is to be implemented immediately to insure the safety of participants, volunteers, staff, officials and the public during times of lightning. It applies to all outdoor Town of Colchester Athletic Facilities where activities are held including but not limited to athletics, practices, games and tournaments.
2. Park Staff Coverage - For any event over 200 persons the Colchester Parks & Recreation Director may require the need for park staff coverage throughout the event. For any Parks Support Staff member coverage on a weekend, holiday or afterhours requires wages at an overtime rate for a minimum of 4 hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per Support Staff person, a minimum of \$100.00 per day, payable by the User.
3. The User shall be responsible for its own clean up immediately following its event; the User must leave the area in the same condition in which it was found. In the event that the Town must clean up the area following the event, the User shall be charged that expense. The Director of Parks & Recreation will determine "same condition," and the Director's decision is final.
4. Athletic events attracting more than 200 people may necessitate having a police officer on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Director of Parks & Recreation and Chief of Police.
5. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invites, and further shall indemnify and hold the Town of Colchester harmless in the event of any such injury or damage from any and all claims, awards or attorneys' fees.
6. This permit may be revoked at any time by the Director of Parks & Recreation, Town Manager or members of the Colchester Police Department for violation of the above or any other Park, Town or State Ordinance.

The following stipulations shall also apply due to the specific use by the User:

A: _____

B: _____

I (We) assume full responsibility for any damages to Town of Colchester property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Colchester, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property. Sport groups and organizations not sponsored by the Parks & Recreation Department must provide a Certificate of Insurance, naming the Town of Colchester, its agents, servants and employees as additional insured, evidencing the following: *Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.*

USER SIGNATURE: _____ **Date:** _____

My signature on this form indicates that I have read the Field Reservation Policies, Procedures & General Rules and agree to abide by them.

Colchester Parks & Recreation Department Contact Information

Colchester Parks & Recreation Department..... 802-264-5640

Colchester Police Department (after 4:30pm and weekends for field issues)..... 802-264-5556

Colchester Animal Control Officer (CPD)..... 802-264-5555

Police, Fire and Rescue Emergency..... 9 - 1 - 1

Derek Mitchell, Assistant Director (Athletic Field Scheduler)..... 802-264-5642
dmitchell@colchestervt.gov

Peter Cote , Parks Foreman>>..... 802-864-4363
pcote@colchestervt.gov

Glen Cuttitta, Director.....802-264-5641
gcuttitta@colchestervt.gov

Colchester Parks & Recreation Web Site..... www.colchestervt.gov

Town of Colchester Main Line.....802-264-5500

Do Not Fill Out Below (Office Use Only)

RENTAL FEE: \$ _____ = \$ _____

RECEIVED BY: _____ CASH/CHECK# _____ ENTERED INTO RECTRAC BY: _____

SPECIAL NEEDS/REQUESTS/COMMENTS: _____

INSURANCE CERTIFICATE RECEIVED? YES NO KEYS NEEDED: _____

COST OF STAFF COVERAGE (If Applicable) \$ _____/hour*

*Minimum weekend, holiday or afterhours charge is for 4 hours at the rate of \$25.00 hour per Support Staff Person.

APPROVED OR DENIED:

Glen Cuttitta, CPRP: Colchester Parks & Recreation Director

☐

Approved

☐

Denied

Date

Lt. Jeff Barton, Colchester Police Dept.

☐

Approved

☐

Denied

Date



Colchester Park & Recreation

2017 Athletic Facility Fees

Bayside Softball Field

\$30 per game- with or without lights
\$125 per day - Weekend Tournament (lights included)

The renter is responsible for marking their own lines and field markings.

Baseball Fields

\$30 per game
\$100 per day – Weekend Tournament

The renter is responsible for marking their own lines and bases.

Athletic Field Fees

(Fields used for soccer, football, rugby, lacrosse, cricket, field hockey, etc.)

\$30.00 per hour per practice session
\$60.00 per game (\$30.00 per team per game)
\$45.00 per team per tournament (full day)
\$3.00 per participant per camp

The renter is responsible for marking their own lines and field markings.

No reservations will be taken for the use of Sand Volleyball Courts, Basketball Courts, Tennis Courts and Horseshoe Pits unless a community-based tournament, league or event is planned. At all non-reserved times, courts and pits will be available on a first-come, first-served basis. No players shall use the courts and pits for more than one hour if others are waiting for the court.

Sand Volleyball Court Fees

\$20.00 per night per court

Basketball Court Fees

For Colchester League Team
\$ 50.00 / team / season
For Non-Resident League Teams (<80% residents)
\$ 75.00 / team / season

Tennis Court Fees

\$ 25.00 / league / session (day or night)
\$50.00/tournament/court (day or night)

Horseshoe Pitch Court Fees

\$ 25.00 / league / session (day or night)

Town of Colchester and Colchester School District teams, activities and events will not be subject to these fees (Classifications 1 & 2). Colchester non-profit groups, youth and adult sports leagues or teams will not be subject to these fees, if teams are >80% residents (Classification 3).

User Classifications 4 - 7 subject to the above usage fees

USER CLASSIFICATIONS

In order to establish priorities for groups seeking permission for exclusive and/or regular use of the park facilities, the following classifications apply in descending order of priority.

Classifications ("1" gets highest priority, "7" gets lowest):

1. Town of Colchester sponsored events/activities
2. Colchester School District events/activities
3. Colchester non-profit groups, youth and adult sports leagues (80% Colchester residents)
4. Non-resident youth/adult sports leagues
5. Non-Resident Educational Institution/ group
6. Government/quasi-public/non-profit agencies (fees may be assessed)
7. Individuals, groups, organizations, businesses (fees may be assessed)



Colchester Parks & Recreation Athletic Facility Inventory

AIRPORT PARK

500 Colchester Point Road, Colchester, Vermont 05446

Baseball Field #1

- Beam clay infield, backstop, dugouts, bleachers, press box and scoreboard
- Irrigated natural turf
- Primary Use - Little League Baseball
- Field dimensions: RF - 200', CF - 200', LF - 200'
- Pitching rubber set at 46'
- Removable breakaway bases
- Bases set at 60'

Baseball Field #2

- Beam clay infield, backstop, dugouts, bleachers and scoreboard
- Irrigated natural turf
- Jock box
- Primary Use - Babe Ruth and Adult Baseball
- Field dimensions: RF - 290', CF - 338', LF - 290'
- Pitching rubber set at 60.6'
- Removable breakaway bases
- Bases set at 90'

Baseball Field #3

- Skinned beam clay infield, backstop, dugouts, bleachers, press box and scoreboard
- Irrigated natural turf
- Primary Use - Youth Softball
- Field dimensions: RF - 200', CF - 200', LF - 200'
- Pitching rubber set at 40'
- Removable breakaway bases
- Bases set at 60'

Baseball Field #4

- Beam clay infield, backstop, dugouts, bleachers, press box and scoreboard
- Irrigated natural turf
- Primary Use - Little League Baseball
- Field dimensions: RF - 200', CF - 200', LF - 200'
- Pitching rubber set at 35' and 46'
- Removable breakaway bases
- Bases set at 60'

- Infield groomed and turf mowed once-twice a week (weather dependent) by Colchester Parks & Recreation Department.
- Bases are available for use, stored in each baseball fields dugout storage shed. Advance request required.
- Electronic scoreboards and Press Boxes available only to Colchester Little League.
- There are trash and recyclable receptacles at all Baseball Fields.

Soccer Field #1

- Natural turf, goals with anchors
- Irrigated natural turf
- Primary Use - Youth Soccer and Lacrosse
- Field dimensions: 330' x 200'

Soccer Field #2

- Natural turf, goals with anchors
- Irrigated natural turf
- Primary Use - Youth Soccer
- Field dimensions: 285' x 195'

Soccer Field #3

- Natural turf, goals with anchors
- Irrigated natural turf
- Primary Use - Youth Soccer
- Field dimensions: 170' x 115'

- Soccer Turf mowed twice a week (weather dependent) by Colchester Parks & Recreation Department.
 - The User is responsible for all field lining and markings.

- The restrooms and drinking fountain for all Airport Park Fields are located at the west end of the parking lots.
 - Parking Lots accommodate approximately 200 automobiles.
 - Airport Park also has the following amenities on site:
 1. Basketball Court
 2. Tennis/Pickle Ball Courts (2)
 3. Horseshoe Pits (6)
 4. Sand Volleyball Courts (2)
 5. Pavilion
 6. Playground
 7. 1.3 Mile Gravel Walking Path
 8. Ice Rink (winter)
 9. X-Country Ski Trail (winter)



Colchester Parks & Recreation Athletic Facility Inventory

BAYSIDE PARK

2 Blakely Road Colchester, Vermont 05446

Softball Field

- Beam clay skinned infield, backstop, team benches
- Irrigated natural turf
- Lighted Field
- Primary Use - Softball
- Field dimensions: RF - 272', CF - 290', LF - 275'
- Pitching rubber set at 50'
- Removable breakaway bases
- Bases set at 70'

Lacrosse/Football Field

- Access off from Laker Lane
- Irrigated natural turf
- Primary Use - Youth Lacrosse and Youth Football
- Field dimensions: 330' x 180'

- The User is responsible for all field lining and markings.
- Softball infield groomed and turf mowed once-twice a week (weather dependent) by Colchester Parks & Recreation Department.
- Bases are available for use, stored in the ball shed. Advance request required.
- There are trash and recyclable receptacles at all fields.
- The restrooms and drinking fountain for all Bayside Park Fields are located at the north (front) end of the park.
- Front and back Parking Lots accommodate approximately 150 automobiles.
- Bayside Park also has the following amenities on site:
 1. Basketball Court
 2. Tennis/ Pickle Ball Courts (4)
 4. Sand Volleyball Courts (2)
 5. Pavilion
 6. Playground
 7. Shuffle Board Courts
 8. Skate Park
 9. Picnic Grove
 10. Beach
 11. Bike Path
 12. Senior Center
 13. Bayside Paddle Sports (Kayak & Paddle Board Rentals)



Colchester Parks & Recreation
Athletic Facility Inventory

FORT ETHAN ALLEN

Dalton Drive, Colchester, Vermont 05446

Soccer Field #1

- Natural Grass
- Primary Use - Multipurpose
- Field dimensions: 330' x 195'

Soccer Field #2

- Natural Grass
- Primary Use - Multipurpose
- Field dimensions: 235' x 195'

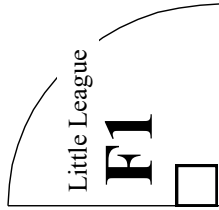
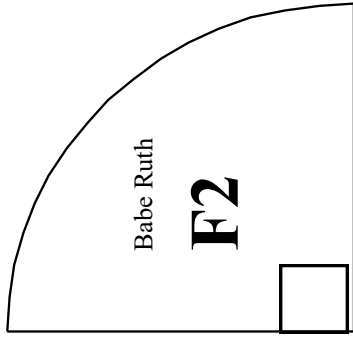
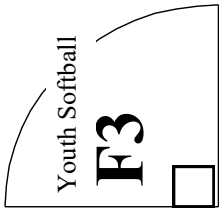
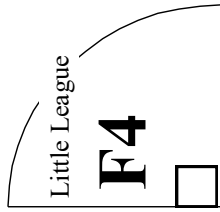
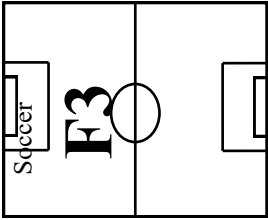
Soccer Field #3

- Natural Grass
- Primary Use - Multipurpose
- Field dimensions: 210' x 120'

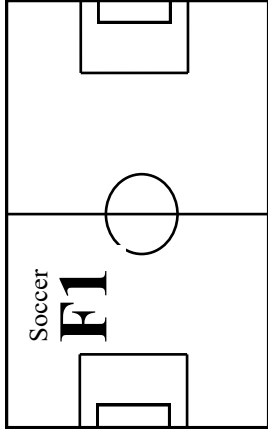
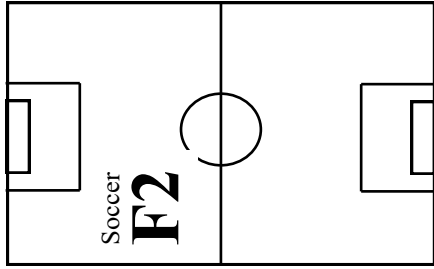
Rugby Field

- Natural Grass
- Football Uprights
- Primary Use - Rugby
- Field dimensions: 322' x 213'

- No games are permitted. This is strictly a athletic practice facility.
- The User is responsible for all field lining and markings.
- Grass mowed by Essex Parks & Recreation Department as this facility is owned and managed by both municipalities.
- There are trash receptacles near the playground and gazebo.
- A Port-O-Let serves as the onsite restroom.
- No parking lot available. Parking is permitted on the west side of Dalton Drive (side where the houses are located). Parking is not permitted on any portion of the Parade Grounds.
- Fort Ethan Allen also has the following amenities on site:
 1. Cricket Pitch
 2. Tennis Courts
 3. Playground
 4. Gazebo
 5. 0.9 Mile Gravel Walking Path



Airport Park Field Layout

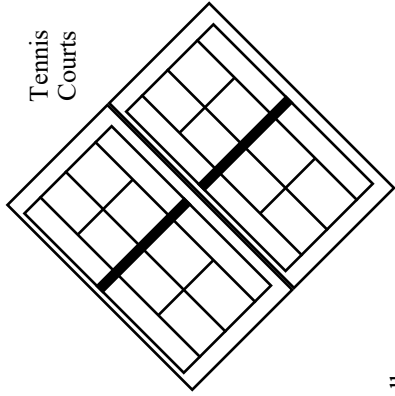


Playground

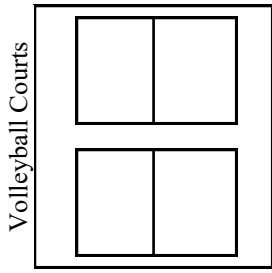
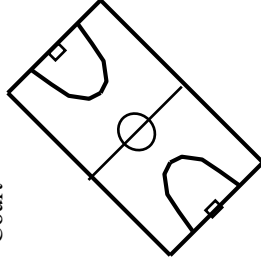
Picnic
Pavilion

Restrooms

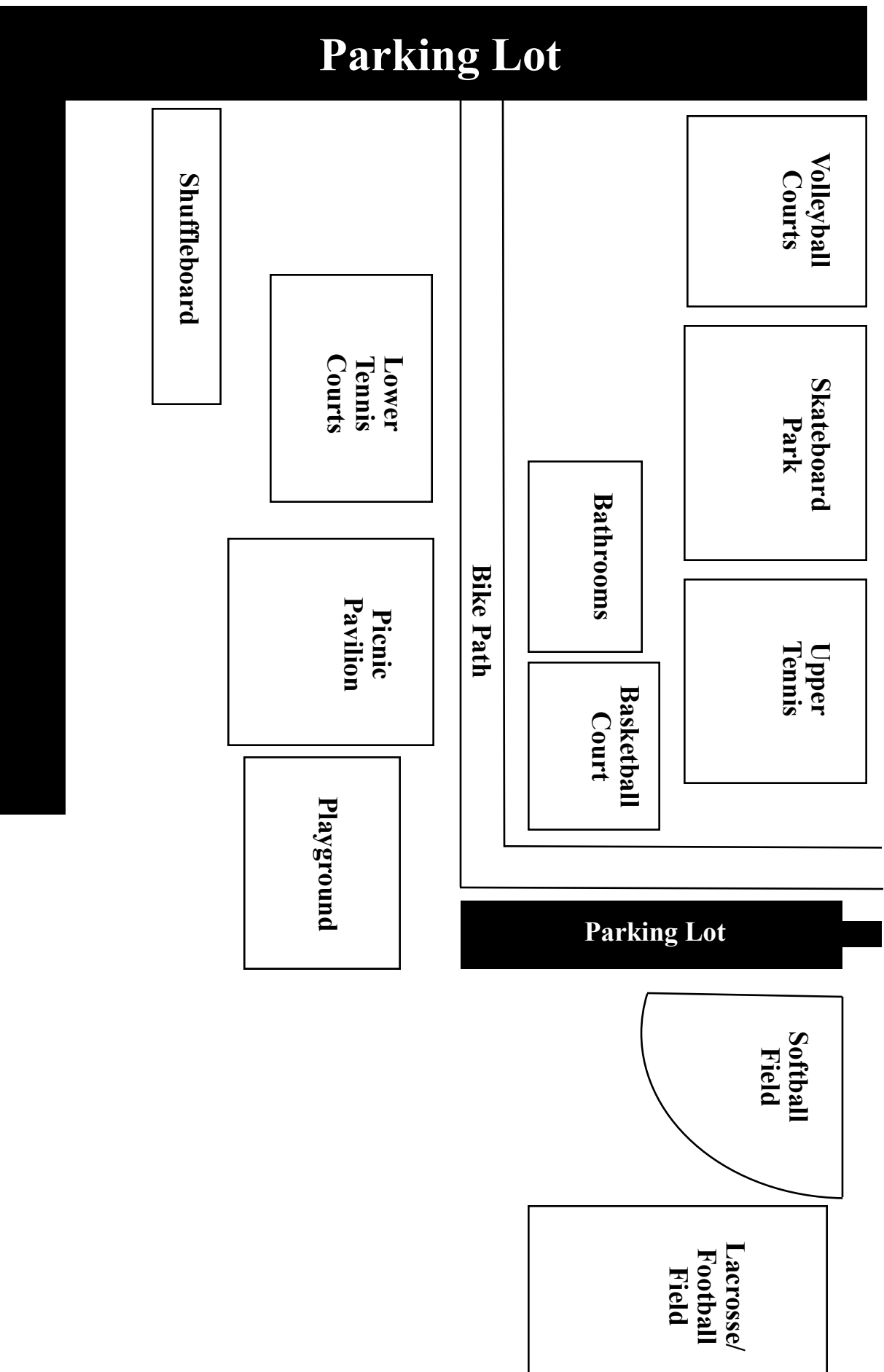
Parking Lot



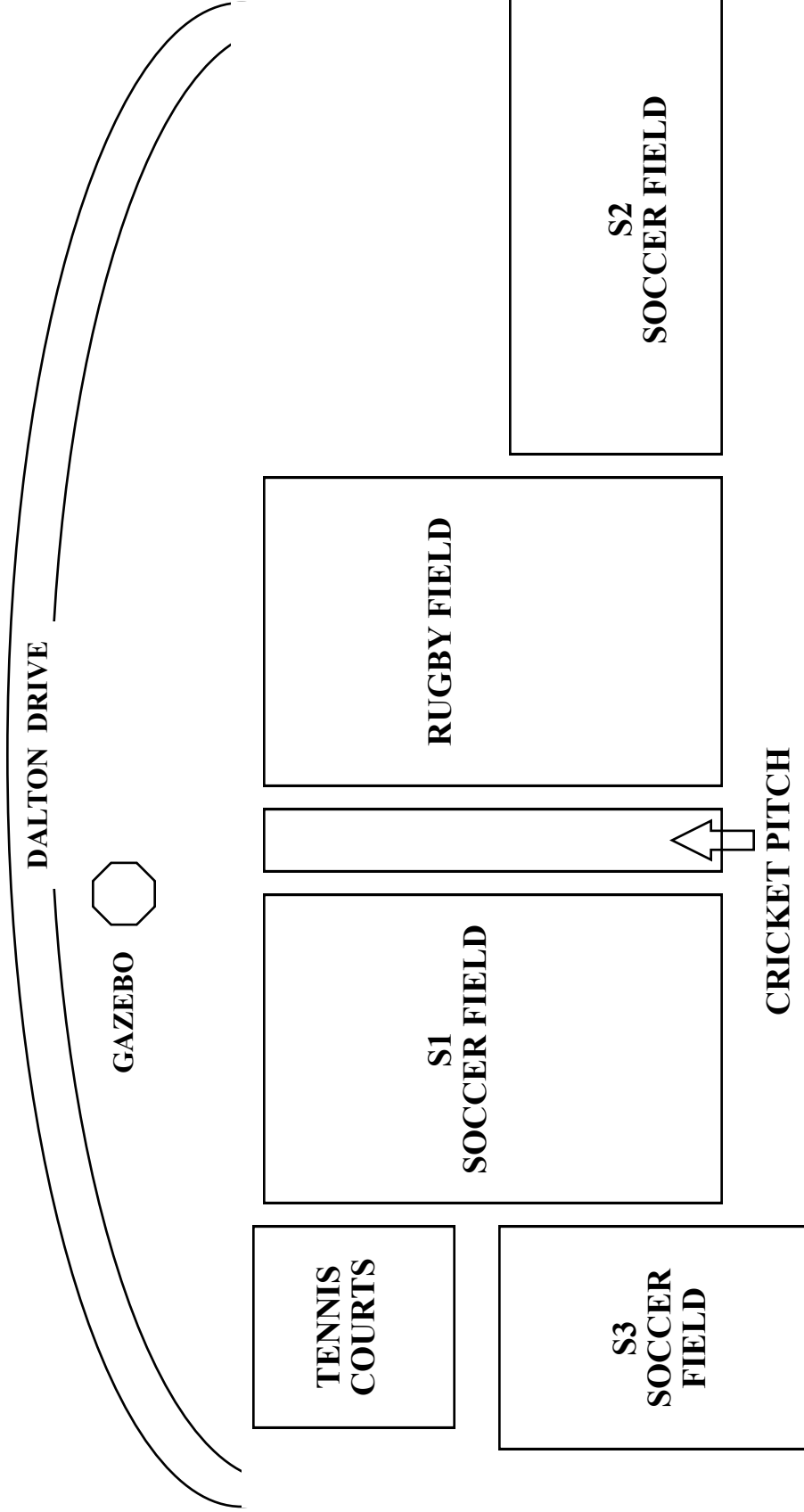
Basketball
Court



Bayside Park Layout



Fort Ethan Allen Athletic Fields



ROUTE 15